COD Processing Update
November 4th, 2021

COD Holiday Schedule for Nov. 11, 2021 (11/3/21)

The COD School Relations Center will be closed on Thursday, Nov. 11, 2021, in observance of the Veterans Day federal holiday. The COD System will accept and process data from schools and send back responses/acknowledgments on Thursday, Nov. 11, 2021, but schools will not be able to receive any federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Friday, Nov. 12, 2021.

Further information regarding Veterans Day processing and customer service hours for COD and other Federal Student Aid/ED call centers is posted in a [Nov. 3, 2021, Electronic Announcement](#) on the Knowledge Center.

G5 Website Outage Dec. 9–13, 2021 (11/4/21)

During the period of Dec. 9–13, 2021, the Department of Education will perform extended system maintenance to its core financial systems, including G5. Review the following information to determine how processing at your school will be affected.

G5 Website Outage – All day on Thursday, Dec. 9, 2021, through 6 a.m. Eastern time (ET) on Monday, Dec. 13, 2021, the [G5 website](#) will not be available. Schools will not be able to draw down or return funds during this period. ***Note:*** The COD System will accept Pell Grant, Iraq and Afghanistan Service Grant, TEACH Grant, and Direct Loan records during the outage; however, CFL changes (as a result of actual disbursements) and funding will not be processed until G5 reopens.

COD Common Record XML Schema Version 5.0a Available (9/13/21)

In spring 2022, Federal Student Aid plans to implement Common Origination and Disbursement (COD) System functionality that will support the processing of Federal Pell Grant (Pell Grant), Iraq and Afghanistan Service Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards for the 2022–23 award year. In conjunction with this implementation, Federal Student Aid will begin using a new version of the COD Common Record Extensible Markup Language (XML) Schema. The new schema version is 5.0a.

For complete information about the new schema version, refer to ["COD Common Record XML Schema Version 5.0a"](#) posted on the Knowledge Center.

If you have questions about the schema, contact the COD School Relations Center.

Contact Information: If you have questions, contact the COD School Relations Center at 1-800-848-0978. You may also email CODSupport@ed.gov.

CURRENT ISSUES

CAMPUS-BASED

There are no Campus-Based-related issues at this time.

DIRECT LOANS

There are no Direct Loan-related issues at this time.

GRANTS

There are no Grant-related issues at this time.

Contact Information: If you have questions, contact the COD School Relations Center at 1-800-848-0978. You may also email CODSupport@ed.gov.

REMINDERS

Keep School Contact Information Current in the COD System

We remind schools and third-party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The email addresses for the President, Financial Aid Administrator, Campus-Based Financial Aid Officer, Direct Loan Financial Aid Officer, and Pell Grant Financial Aid Officer are used to deliver time-sensitive materials and critical COD processing information to the school.

Having current contact information for these key staff is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more detail about updating school contact information or the Direct Loan or Pell Grant Financial Aid Officer, refer to the [Dec. 20, 2012 Electronic Announcement](#) posted on the Knowledge Center. The Campus-Based Financial Aid Officer information can be updated directly from the "School Information" page within the Campus-Based System on the COD website.

How to Access Information from the COD Website File Share

As a reminder, Federal Student Aid shares student-specific information through uploaded files via the COD website. We upload these files to the File Share section of the "File Share & Messages" page of the COD website. Authorized school users are able to view and download the customized documents from the COD website. Schools can access the "File Share & Messages" page by completing the following steps:

1. Log in to the COD website.

2. Click on the "School" tab.

3. Enter the required school identifiers and click on "Search." This will open the "School Summary Information" page.

4. Click on the "File Share/Messages" link on the left-hand side of the page to open the "File Share & Messages" page.

From the File Share section of the page, an authorized COD website user will see a list of uploaded files. A user will click on the "Download" icon to download the File Share document to his or her computer. **Note:** Authorized school users are able to view and download the customized documents from the COD website for a limited period of time.

The COD website will only display File Share documents associated with the school's Entity ID. If there are no files uploaded for a school, the File Share list will be blank. Schools will be notified via email (or in some cases via a phone call) when a File Share document is available.

Contact Information: If you have questions, contact the COD School Relations Center at 1-800-848-0978. You may also email CODSupport@ed.gov.